



## **COUNTY OF LOS ANGELES – DEPARTMENT OF PUBLIC HEALTH COMMUNICABLE DISEASE CONTROL AND PREVENTION**

### **ACUTE COMMUNICABLE DISEASE CONTROL PROMOTIONAL OR TRANSFER OPPORTUNITY**

#### **PROGRAM SPECIALIST, PUBLIC HEALTH NURSE (PS PHN)**

##### **TRAINING AND EXPERIENCE:**

- Public health investigation experience for a variety of communicable diseases as well as in outbreak settings.
- Experience in infection control in healthcare facilities and in training/educating healthcare professionals.
- Proven experience working with a variety of programs within the LAC Department of Public Health, Department of Health Services, hospitals, and medical providers.

##### **DESIRABLE QUALIFICATIONS:**

- A Master's degree in nursing, public health, or administration.
- Self-directed fast learner.
- Strong written and verbal communication skills.
- Excellent public speaking skills.
- Highly organized with an ability to perform multiple tasks and establish priorities.
- Highly motivated and takes initiative with minimal supervision.
- Strong critical thinking, decision making, conflict resolution, and problem-solving skills.
- Demonstrated leadership skills in supervision, working with individuals, and teams.
- Demonstrated ability to work or understand databases, systems opportunities and statistical analysis.

##### **REQUIREMENTS: \*\*\*\*\* DO NOT APPLY ONLINE \*\*\*\*\***

Permanent County employees who hold the title of Program Specialist, PHN for lateral transfer or be reachable on a current Program Specialist, PHN certification list.

##### **DUTIES MAY INCLUDE BUT ARE NOT LIMITED TO:**

- Oversee all aspects of outbreak investigations that occur in the acute care hospital setting.
- Coordinate, direct and manage activities for outbreak investigations, including collecting, organizing, and interpreting clinical and laboratory data, leading site visits, and coordinating laboratory specimens and environmental sampling.
- Develop and write recommendations, letters, and comprehensive investigation reports for outbreak control to facilities.
- Prepare reports summarizing investigations, surveillance trends within Los Angeles County, and other correspondence as needed.
- Lead meetings with facilities and provide technical expertise on communicable disease issues such as healthcare-associated infections (HAI), infection control, multi-drug resistant organisms (MDROs), medical device-associated infections, contaminated products, and emerging infectious diseases to healthcare personnel.
- Collaborate and consult with professional organizations and local, state and federal government agencies, such as the Association for Professionals in Infection Control and Epidemiology (APIC), Health Facilities Licensing and Certification, California Department of Public Health (CDPH) and the Centers for Disease Control and Prevention (CDC).

- Develop and update hospital outbreak investigation policies and procedures and infection prevention and control guidelines based on healthcare community standards of practice, established outbreak investigation activities and the Public Health Nursing Practice Model.
- Participate in local, state and national committees that support control and prevention of hospital outbreaks.
- Support outbreak prevention and control activities in acute care facilities.
- Directly supervise an Assistant Program Specialist (APS) and provide cross-coverage for biothreat responses (e.g. Ebola, anthrax, botulism, smallpox).

Permanent County employees who hold the title of Program Specialist, PHN for lateral transfer or be reachable on a current Program Specialist, PHN certification list are invited to submit a letter of interest, a resume highlighting education and experience, last two Performance Evaluations, and time records for the last two years to:

Lilia Munoz  
Acute Communicable Disease Control Program  
313 N. Figueroa St, Suite 212  
Los Angeles, CA 90012  
Telephone: (213) 288-7208/Fax: (213) 580-0194  
Email: [lmunoz@ph.lacounty.gov](mailto:lmunoz@ph.lacounty.gov)

All materials submitted will be evaluated and only the most qualified employees, based on all information submitted, will be contacted for an interview. The interview will be used to determine final selection. Resumes and related documentation will be accepted until needs of the service have been met. This notice is subject to closure without notice.

THIS IS NOT AN OFFICIAL EXAMINATION  
**RESTRICTED TO LOS ANGELES COUNTY EMPLOYEES ONLY**